

JAMES MCGUINNESS  
& ASSOCIATES INC.  
Consultants

# Ontario County eSTACs for School Districts

# What is eSTACs

- \* eSTACs is part of our CPSE Portal website (<https://www.cpseportal.com>).
- \* It is a series of screens to facilitate the communication of STAC related information from the school district to the County.
- \* The goal is to eliminate sending paper between from the district to the County (or at least get very close).

# Types of Information

- \* The following information can be sent to the County via eSTACs
  - \* Evaluation information (eliminating need for STAC-5)
  - \* Service information (eliminating need for STAC-1)
  - \* Supporting documentation including
    - \* Medicaid Parental Consents
    - \* Transportation forms
    - \* IEP
    - \* Aide / Nurse forms
    - \* Birth certificate, passport, adoption papers, legal name change document
    - \* More....

# District Designation of Digital Signatories for eSTACs

- \* Each school district completes a District Designation of Digital Signatories for eSTACs form.
  - \* This form will designate the CPSE Chair and all staff who will have access to eSTACs, and will be marked as to who can sign & submit STAC-1 & STAC-5's for the school district.
  - \* McGuinness will enter all staff listed on the form and invite them to the Portal.
  - \* Once the school district staff accepts the invitation, and sets up their Portal account, then McGuinness will give the staff the necessary permissions to each staff to sign according to what is marked on the form.
- \* If the school district has a change in staff or needs to add/remove staff signing privileges, a new form should be completed, and sent to McGuinness.

# District Designation of Digital Signatories for eSTACs

## **District Designation of Digital Signatories for eSTACs**

District \_\_\_\_\_

CPSE Chairperson \_\_\_\_\_

I authorize of the following individuals to use a digital signature to submit electronic STAC records the eSTACs system on behalf of our district.

Name	eMail	Position / Title	STAC-5	STAC-1
		CPSE Chairperson	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

We certify that for any STAC-5 that the above individuals electronically sign and submit through the eSTACs system, the child has received the submitted multidisciplinary evaluation in accordance with Section 4410 of the Education Law and the Regulations of the Commissioner of Education and we maintain proper documentation to support this.

We certify that for any STAC-1 that the above individuals electronically sign and submit through the eSTACs system, the preschool student with a disability is being provided the educational services submitted and that such services have been recommended by the Committee on Preschool Education and that the child is eligible for such placement in accordance with Section 4410 of the Education Law and the Regulations of the Commissioner of Education and we maintain proper documentation to support this.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

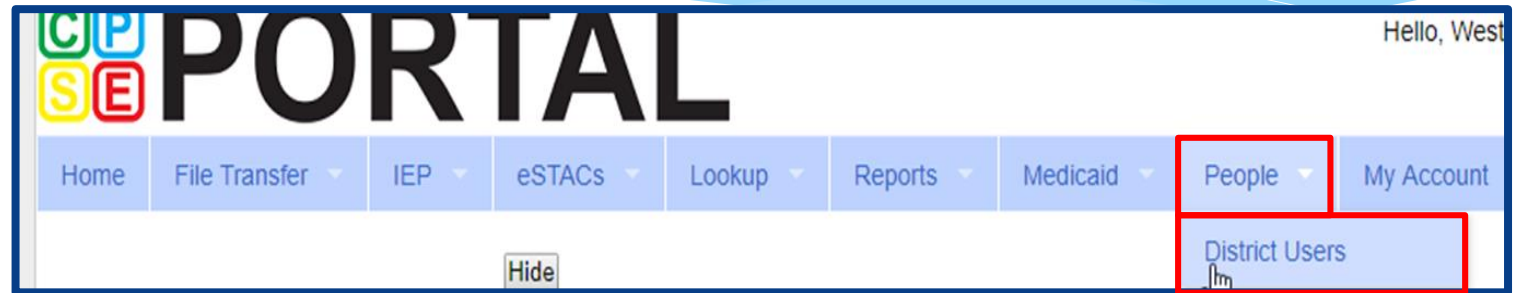
\_\_\_\_\_  
Date

**Please fax the completed form to  
(518) 393-9938 attention eSTACs.**

# Getting Started

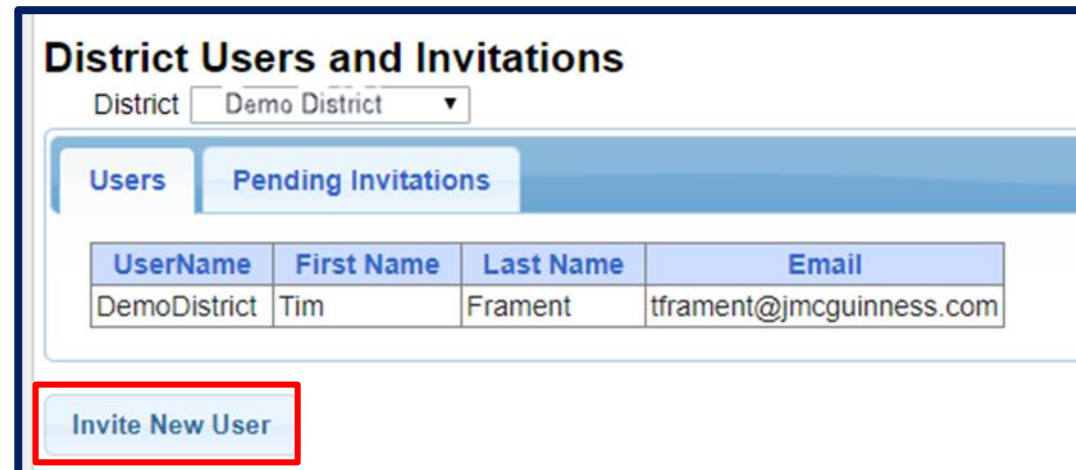
- \* Each district has a login to the CPSE Portal.
- \* That single login can “invite” additional users from their district.
- \* Every individual that logs in for a district should have their own username & password.
- \* When a person receives an invite, they can then click a link to accept the invitation and create a username and password.

# Inviting New Users



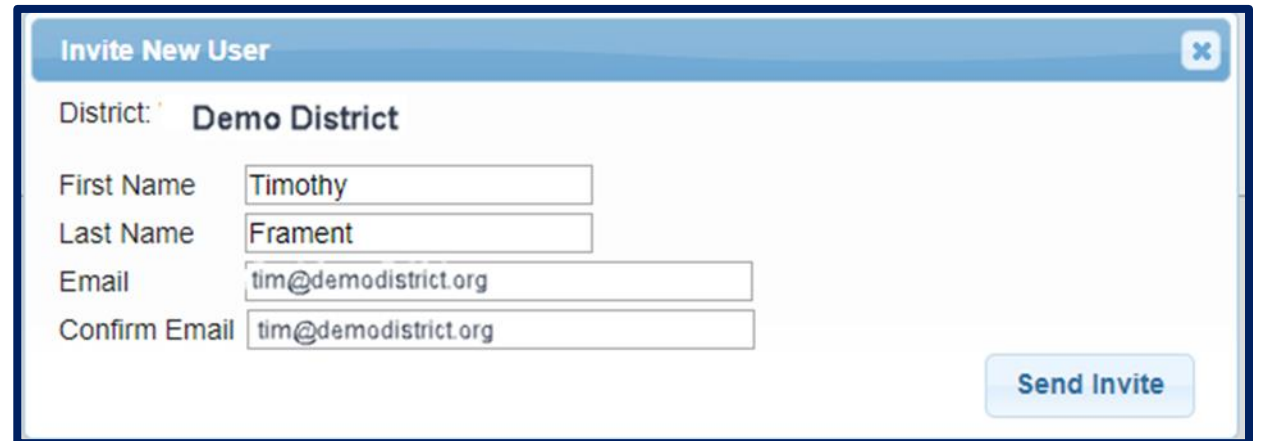
\* Go to *People -> District Users*

\* Click “*Invite New User*”.



# Inviting New Users

- \* Enter First Name, Last Name & Email address of new user, and click “*Send Invite*”.
- \* CPSE Portal will send an email inviting the new user to join the Portal.



The screenshot shows a web form titled "Invite New User" with a close button (X) in the top right corner. The form contains the following fields and values:

Field	Value
District	Demo District
First Name	Timothy
Last Name	Frament
Email	tim@demodistrict.org
Confirm Email	tim@demodistrict.org

A "Send Invite" button is located at the bottom right of the form.



# Accepting the Invitation

- \* The new user will receive the below email containing a link to join the Portal.
- \* The link will come from **noreply@CPSEPortal.com**.

From: noreply@CPSEPortal.com  
Sent: Thursday, January 31, 2019 9:56 PM  
Subject: User Invitation

Timothy Frament,

You have been invited to be associated with the district DEMO DISTRICT in the CPSEPortal system. Please follow the link below to confirm this invitation, and associate yourself with this district.

<http://localhost/CPSEPortal/People/Invites/DistrictInvitationResponse.ashx?code=db7d8f7ab79a4ddebd037d9c855e36fc>

NOTE: This is an automated email and should not be replied to.

# Choosing Username and Password

- \* The confirmation page allows the user to choose a username and password, and “Accept Invitation”.
- \* When the individual enters their choice for a username the screen will display whether that name is available or not.

**CPSEPortal Invitation**  
You have been invited to be associated with V [redacted] as a [redacted] password and then you may log in to the system. If any of your details

**Name Confirmation - Confirm this information is correct**  
First Name Last Name  
Timothy Frament

**User Account Information**  
Username  
myUserName Available

Password .... Confirm Password ....

Accept Invitation

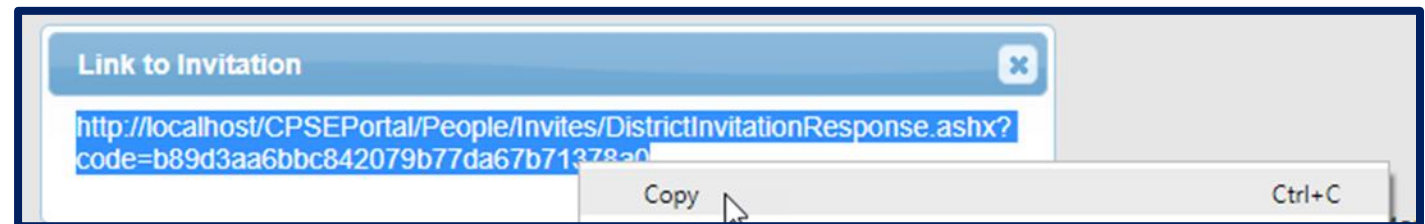
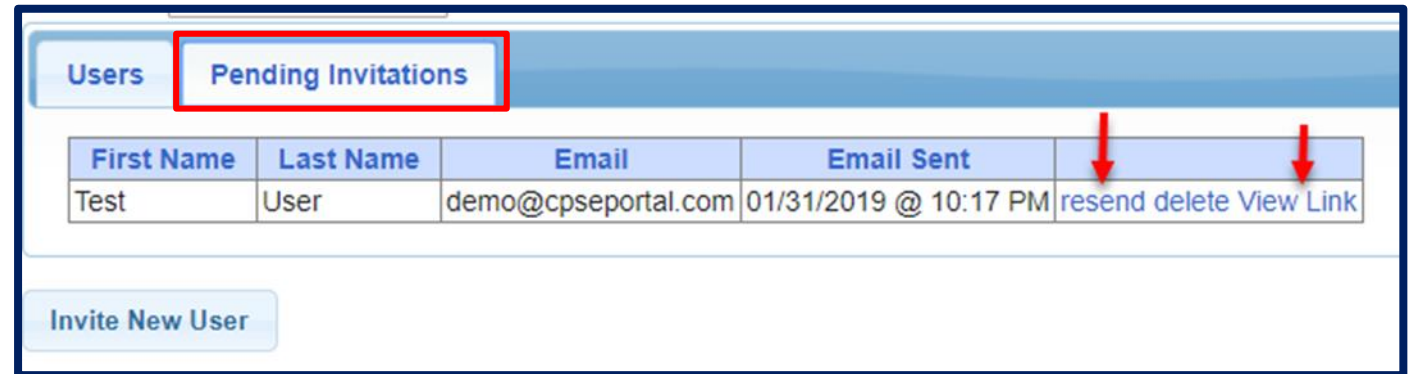
**User Account Information**  
Username  
demodistrict Taken

Password .... Confirm Password ....

Accept Invitation

# Invitation Issues – User did not receive an email

- \* Have user check their junk / spam folder.
- \* Use the Pending Invitations tab under **People -> District Users** to either:
  - \* Resend link
  - \* Copy the link and send with your email



# Deleting District Users

- \* If a staff member leaves their position the CPSE Chair listed in the Portal can delete them from the Portal.
- \* Go to **People -> District Users**
- \* Select the “Delete” option next to the staff members name.

Home File Transfer IEP eSTACs Lookup Documents Reports Medicaid People My Account Knowledge Base

**District Users and Invitations**

District

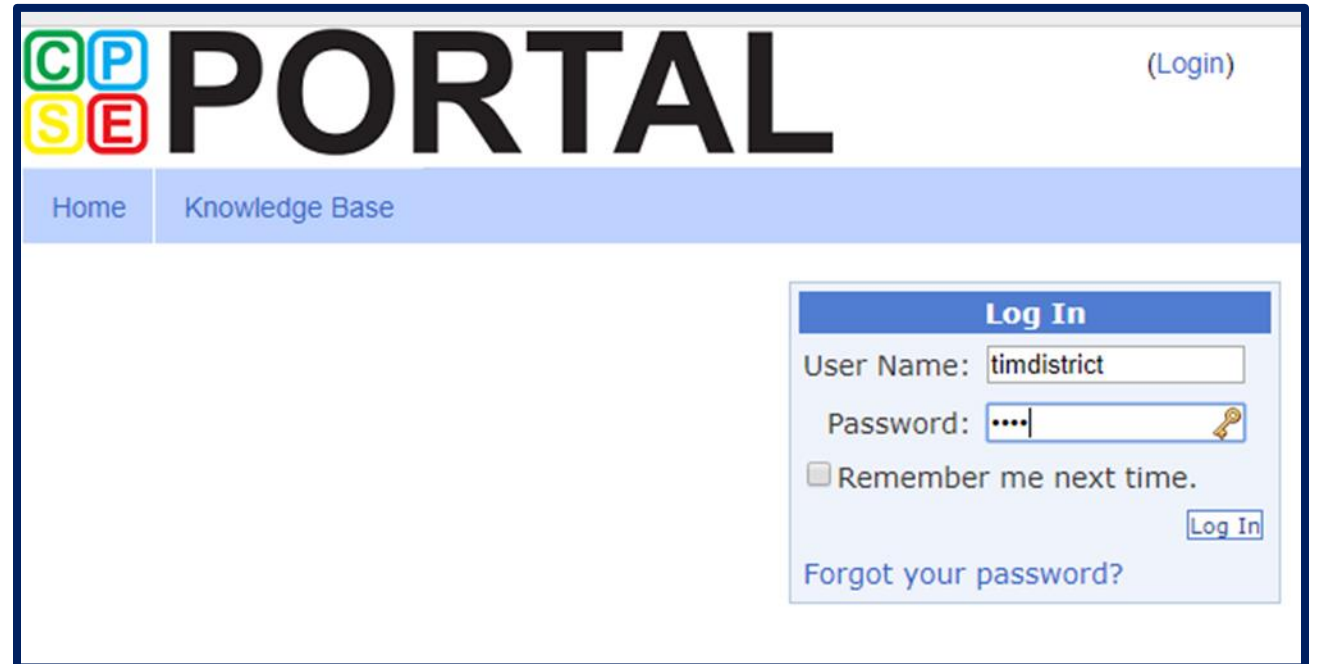
Users Pending Invitations

UserName	First Name	Last Name	Email		
					Delete
					Delete

Invite New User

# Logging In

- \* Use your browser to navigate to <https://www.cpseportal.com>
- \* Enter your User Name and password.



The screenshot shows the CPSE Portal login interface. At the top, the logo consists of four colored squares (C in green, P in blue, S in yellow, E in red) followed by the word "PORTAL" in large black letters. To the right of the logo is a "(Login)" link. Below the logo is a navigation bar with "Home" and "Knowledge Base" links. The main content area is mostly blank, with a "Log In" form box on the right. The form has a blue header "Log In" and contains fields for "User Name:" (with the text "timdistrict") and "Password:" (with masked characters "...." and a key icon). Below these fields is a checkbox labeled "Remember me next time." and a "Log In" button. At the bottom of the form is a link that says "Forgot your password?".

# Digital Signature – User Profile

- \* The user's account should have that individuals first and last name associated with the account.
- \* You can easily see whether your account has the first and last name entered by looking user profile panel on the dashboard when you first log in.
- \* To add or edit First & Last name, click **My Account -> User Account Details**.



CPSE PORTAL

Home File Transfer IEP eSTACs Lookup

**User with First and Last Name**

User Profile

Username: gMcGee

First Name: Greta

Last Name: McGee

Email: tfragment@jmcguinness.com

Edit User Account

This screenshot shows the user profile of a user named Greta McGee. The profile panel is titled "User with First and Last Name" and includes fields for Username, First Name, Last Name, and Email. Red arrows point to the First Name and Last Name fields, indicating they are populated. An "Edit User Account" link is at the bottom.



**User without name** Hide

User Profile

Username: DistrictUserName

First Name:

Last Name:

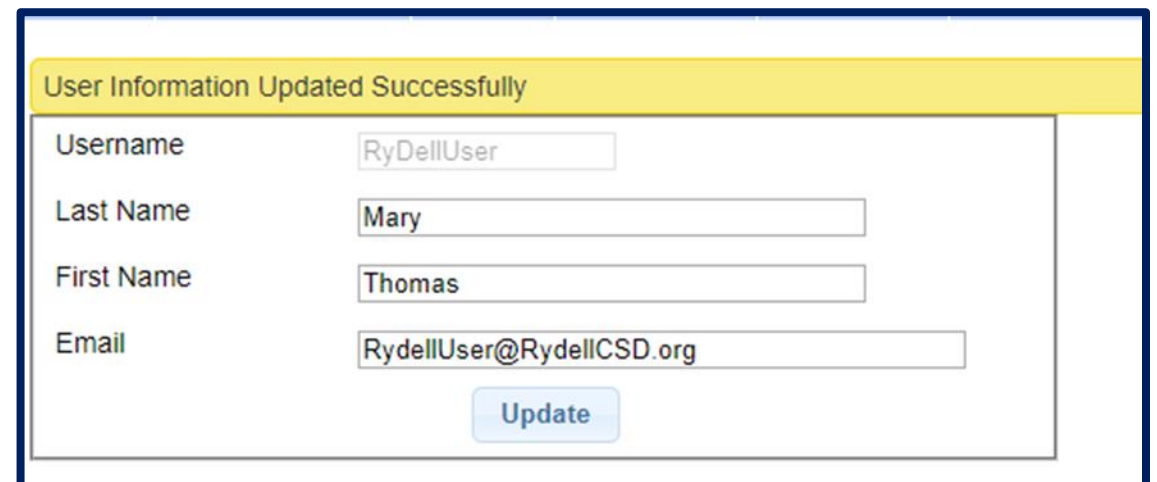
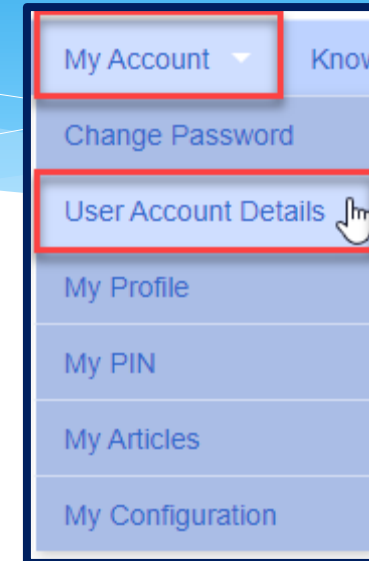
Email: districtUser@District.org

Edit User Account

This screenshot shows the user profile of a user named DistrictUserName. The profile panel is titled "User without name" and includes fields for Username, First Name, Last Name, and Email. Red arrows point to the First Name and Last Name fields, indicating they are empty. An "Edit User Account" link is at the bottom.

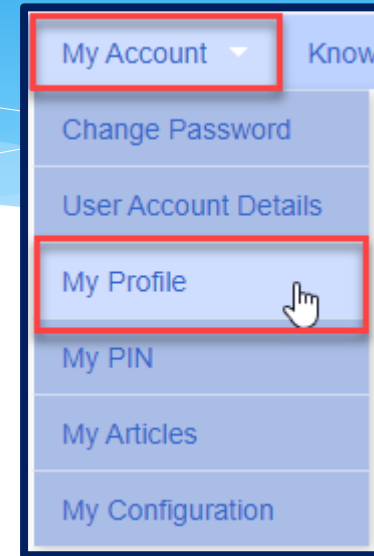
# Digital Signature

- \* Go to **My Account** -> **User Account Details**
- \* Use the User Account Details page to enter / edit your Last name and First name for your account.
- \* Click “**Update**” to save the changes

A screenshot of a web application's 'User Information Updated Successfully' page. The page has a yellow header bar with the text 'User Information Updated Successfully'. Below the header is a form with four input fields: 'Username' (containing 'RyDellUser'), 'Last Name' (containing 'Mary'), 'First Name' (containing 'Thomas'), and 'Email' (containing 'RydellUser@RydellCSD.org'). At the bottom of the form is a blue 'Update' button.

# Digital Signature – Signature & Title

- \* Go to **My Account -> My Profile**
- \* On the Personal and Professional tab, ensure that your first and last name are correct.
- \* Enter your Signature & Title by typing out your “signature” exactly as it would be if you signed your name with a pen. Include any punctuation, titles, etc. that you include when you sign your name for CPSE related documents.
- \* Click “**Update**” to save your changes.

A screenshot of the 'My Profile' page. The 'Personal and Professional' tab is selected and highlighted with a red box. The page shows a form for updating user information. The 'Information in CPSE Database' section includes fields for 'Last Name' (Thomas), 'First Name' (Mary), and 'NPI' (empty). The 'Signature, Title, and Credentials' field contains 'Dr. Mary Thomas, CPSE Chairperson', with a red arrow pointing to it. An 'Update' button is at the bottom right.

**My Profile**

**Personal and Professional** | User Information | Favorites ♥

Information in CPSE Database

Last Name: Thomas

First Name: Mary

NPI:

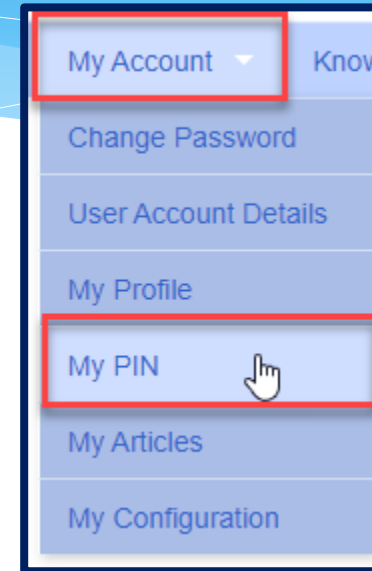
Signature, Title, and Credentials (e.g.: Mary Brown, CCC-SLP): Dr. Mary Thomas, CPSE Chairperson

Update



# Digital Signature – Creating Your Pin

- \* Go to **My Account -> My PIN**
- \* To create your PIN:
  - \* 1 - Choose a PIN and type it in the PIN Number field.
  - \* 2 - Enter your username that you log in with (should be prefilled).
  - \* 3 - Enter your password that you use to login to CPSE Portal.
  - \* 4 - Click “Save PIN”.



**PIN Selection**

You have not yet chosen a PIN. You will be unable to digitally sign until you do so. Please create one now.

PIN Number:  **1**

Username:  **2**

Password:  **3**

**4**

# Digital Signature – Creating PIN Problems


- \* The message “**No person record exists for your account. PIN cannot be created.**” indicates that you did not perform Step #1 – Entering your first and last name for the user account.
- \* The message “**Invalid Password. Try Again**” indicates that what you are entering into “Password” field is not the correct password that you use to log into CPSE Portal. Make sure that you are not entering your PIN a second time in the Password field.

**PIN Selection**

No person record exists for your account. PIN cannot be created.

PIN Number:

Username:

Password:  


[Save PIN](#)

**PIN Selection**

You have already chosen a PIN.  
Invalid Password. Try again.

PIN Number:

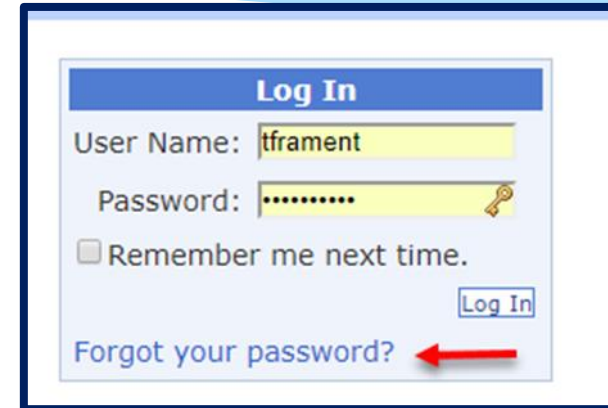
Username:

Password:  

[Change PIN](#)

# Forgotten Passwords

- \* User can click “*Forgot your password?*” on login screen.
- \* Enter your username and click “*Submit*”.
- \* An email with a new password will be sent to your email address.



The screenshot shows a 'Log In' form with a blue header. It contains fields for 'User Name' (with the text 'tfragment') and 'Password' (with masked characters and a key icon). Below these is a checkbox for 'Remember me next time.' and a 'Log In' button. At the bottom, there is a link 'Forgot your password?' with a red arrow pointing to it.



The screenshot shows a 'Password Recovery' form with a blue header. It contains a text input field for 'User Name' and a 'Submit' button. The text 'Enter your User Name to receive your password.' is displayed above the input field.

# Forgotten Usernames

- \* Any district user (or County user) can use the district users screen to view all the users and see what their username is.

- \* Go to **People -> District Users**



The screenshot shows a web application interface with two tabs: 'Users' and 'Pending Invitations'. The 'Users' tab is active. Below the tabs is a table with three columns: 'UserName', 'First Name', and 'Last Name'. The 'UserName' column is highlighted with a red box. The table contains two rows of data. Below the table is a button labeled 'Invite New User'.

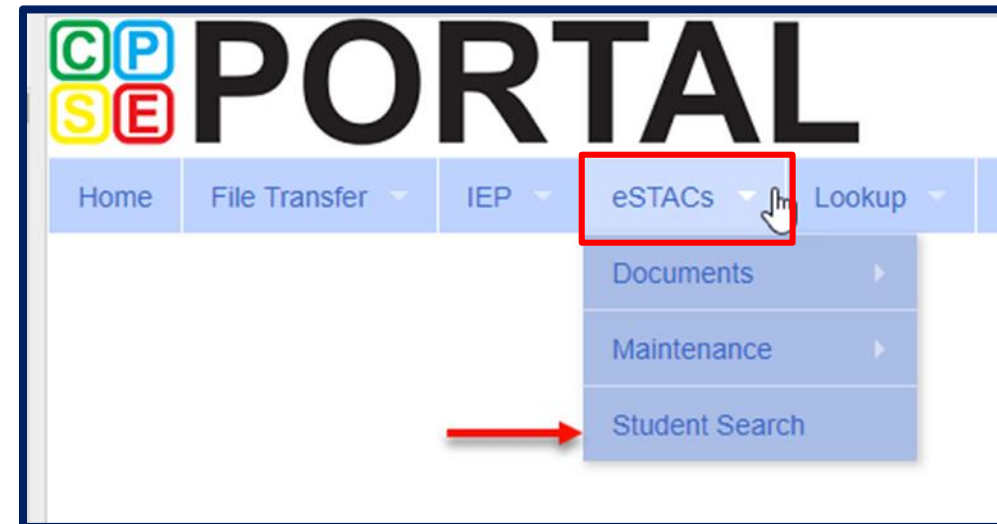
UserName	First Name	Last Name
DemoDistrict	Tim	Frament
timdistrict	Timothy	Frament

Invite New User

# eSTACs Children

# eSTACs Student Search

\* Go to eSTACs → *Student Search*



# Student Search



The screenshot shows a web-based search interface titled "Student Search". It features a "Filters" section with several input fields: "Last Name", "First Name", "DOB", "STACID", "CIN", and "Student Number". Below these are two dropdown menus for "County" (set to "ROCKLAND") and "District" (set to "CLARKSTOWN CSD"). At the bottom right of the filter section are two buttons: "Clear Filters" and "Retrieve". The "Retrieve" button is highlighted with a red rectangular border.

- \* The fields above are used as filters to find a specific child. You can search based on any combination of fields.
- \* Searching with no filters specified will return all children. Click “Retrieve”.

# Student Search – no Filters

## Filters

Last Name	First Name	DOB	STACID	CIN	Student Number
County					
District					

[Clear Filters](#)[Retrieve](#)[Add New Student](#)

Last Name	First Name	DOB	Gender	CIN	STACID	Student Number			
Balmudo	Leo	03/19/16	M			6600019969	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
Carrington	Michael	04/04/16	M			6600019981	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
Chisum	Tom	12/31/16	M			6600019967	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
DelFuego	Anthony	03/12/16	M			6600019973	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
DiGregorio	Charlene	02/22/16	F			6600019968	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
DiMucci	Louis	12/15/16	M			6600019980	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
Facciano	Francesca	09/09/16	F			6600019971	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
Jaworski	David	05/18/16	M			6600019972	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
LaTierri	Sonny	08/13/16	M			6600019965	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
Maraschino	Marty	07/22/16	F			6600019966	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
McKenzie	Bradley	12/05/16	M			6600019974	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
Misner	Martin	11/11/16	M			6600019978	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
Murdoch	Kenickie	10/10/16	M			6600019970	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
Nogerelli	John	06/14/16	M			6600019975	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
Rebchuck	Paulette	08/22/16	F			6600019977	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
Rizzo	Betty	09/09/16	F			6600019964	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
Willard	Willie	05/11/16	M			6600019979	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>
Zinone	Stephanie	01/21/16	F			6600019976	<a href="#">Edit</a>	<a href="#">Details</a>	<a href="#">Delete</a>



# Student Search – Partial Name

- \* For the first and last name you can enter the first few letters and search to find all students that name start with those letters.

Filters

Di

First Name

DOB

STACID

CIN

District

EVANS

County

Retrieve

Add New Student

Last Name	First Name	DOB	Gender	CIN	STACID		
DiGregorio	Charlene	02/22/16	F			Edit	Details
DiMucci	Louis	12/15/16	M			Edit	Details

# Student Search - Wildcard

- \* Use the percent sign (%) as a wildcard.

Filters

De%fuego First Name DOB STACID CIN

District

County

Retrieve

Add New Student

Last Name	First Name	DOB	Gender	CIN	STACID		
Del Fuego	Peter	05/15/15	M			Edit	Details
DelFuego	Anthony	03/12/16	M			Edit	Details
DeltoroFuego	Maria	09/12/16	F			Edit	Details

# Student Search – Multiple Fields

- \* You can search for both first and last name as well as partial first and last names.

Filters

rizz fr DOB STACID CIN

District

County

[Retrieve](#)

[Add New Student](#)

Last Name	First Name	DOB	Gender	CIN	STACID		
Rizzo	Frank	12/18/16	M			<a href="#">Edit</a>	<a href="#">Details</a>

# Student Demographic Information

- \* Field with an asterisk (\*) next to their label are required in order to save.
- \* The county will complete other fields if the information is known.

## Student Information

[Add/Edit Student](#)

County of Student's Current Location*	<input type="text" value="ROCKLAND"/>	
Is this student placed in Foster Care?*	<input type="radio"/> Yes <input type="radio"/> No	*Required
District*	<input type="text" value="ABBOT"/>	
Legal Last Name*	<input type="text"/>	*Required Suffix <input type="text"/>
Legal First Name*	<input type="text"/>	*Required
Middle Initial	<input type="text"/>	
DOB*	<input type="text"/>	*Required
Gender*	<input type="radio"/> Male <input type="radio"/> Female	*Required
Race/Ethnicity*	<input type="text"/>	*Required
CIN	<input type="text"/>	
SEDSTACID	<input type="text"/>	
Address	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Zip	<input type="text"/>	

[Transfer Student Information](#)

From County	From District
<input type="text"/>	<input type="text"/>

Save

Cancel

# Student Details

- \* Top section shows child demographic information.
- \* Lower section has tabs for:
  - \* STAC-5s (one row per STAC-5)
  - \* Evaluation Components (one row per evaluation component)
  - \* IEP Placements (one row per STAC-1)
  - \* IEP Mandates (one row per mandated service on IEP)
  - \* Documents ( uploaded documents for student)
  - \* Forms

**CPSE: 420901060000 BALDWINVILLE CSD**

**Student Information**

Last Name:  First Name:  DOB: **7/12/2018** Eligibility: **7/1/2021 - 8/31/2023**

STACID:  CIN:  Student Number: **4200049933** [Edit](#) [Resync](#)

STAC-5s

Evaluation Components

IEP Placements

IEP Mandates

Documents

Forms

eSTACs Evaluation Number	County	Description	Status	Submitted By	Submitted Date						
No STAC-5s											

Add New Evaluation

# Editing Existing Student

- \* Search for student
- \* Click “*Edit*” to edit student demographics (name, address, etc.)
- \* Click “*Details*” to get to student details page with evaluations, services, documents, etc.

filters

Last Name First Name DOB

District

County

Add New Student

Last Name	First Name	DOB	Gender	CIN	STACID		
Balmudo	Leo	03/19/16	M			Edit	Details
Carrington	Michael	04/04/16	M			Edit	Details
Chisum	Tom	12/31/16	M			Edit	Details
Del Fuego	Peter	05/15/15	M			Edit	Details
DelFuego	Anthony	03/12/16	M			Edit	Details
DeltoroFuego	Maria	09/12/16	F			Edit	Details
DiGregorio	Charlene	02/22/16	F			Edit	Details
DiMucci	Louis	12/15/16	M			Edit	Details

# eSTACs Viewing STAC-5

# eSTACs vs Paper STAC-5

Evaluation Info

County\* **WESTCHESTER** 2

School Year\* **2020 - 2021**

Provider\* 1

Is this student placed in Foster Care?\* ☒ Yes ☐ No

County at time of placement\* 2

Child is: ☐ Preschool Student With a Disability ☐ Non-Disabled 4

Translation Cost 5

This student is eligible for evaluations from **09/01/2018** to **07/31/2021**

Evaluation	Component	Eval Date	Bilingual		
Social	SOC		<input type="checkbox"/>		
Psychological	PSY		<input type="checkbox"/>		
Speech/Language	SPT		<input type="checkbox"/>		
Physical Therapy	PHT		<input type="checkbox"/>		
Occupational Therapy	OCT		<input type="checkbox"/>		
Physical/Medical	PHY		<input type="checkbox"/>		
Education	EDU		<input type="checkbox"/>		6
Audiological	AUD		<input type="checkbox"/>		
Other Physician	OTH		<input type="checkbox"/>		
Other Non-Physician	OTH		<input type="checkbox"/>		
Psychiatric	PYC		<input type="checkbox"/>		
Neurological	NEU		<input type="checkbox"/>		
Optometric	OPT		<input type="checkbox"/>		
Orthopedic	ORT		<input type="checkbox"/>		
Counseling	CSL		<input type="checkbox"/>		
Functional Vision	FUV		<input type="checkbox"/>		
Teacher of Visually Impaired	TVI		<input type="checkbox"/>		
Neuropsychological	NPY		<input type="checkbox"/>		

STAC-5

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
STAC and Medicaid Unit

Rev. 8/2017

### Request for Commissioner's Approval of Reimbursement for the Cost of Evaluations

STAC-ID

List the date each evaluation component was completed (use four digits to indicate month and year).  
For bilingual evaluations indicate on line provided.

STUDENT INFORMATION			EVALUATION COMPONENT	MONTH / YEAR	CHECK IF BILINGUAL	
Last Name	First Name	Middle Initial	Audiological	AUD	___/___/___	6
			Counseling	CSL	___/___/___	
			Education	EDU	___/___/___	
			Functional Vision	FUV	___/___/___	
			Music	MUS	___/___/___	
			Neurological	NEU	___/___/___	
			Neuropsychological	NPY	___/___/___	
			Occupational Therapy	OCT	___/___/___	
			Optometric (visual)	OPT	___/___/___	
			Orthopedic	ORT	___/___/___	
			Physical/Medical	PHY	___/___/___	
			Physical Therapy	PHT	___/___/___	
			Psychiatric	PYC	___/___/___	
			Psychological	PSY	___/___/___	
			Social	SOC	___/___/___	
			Speech / Language	SPT	___/___/___	
			Teacher of Visually Impaired	TVI	___/___/___	
			Other:		___/___/___	

4

2

3

1

5

CERTIFICATION OF EVALUATION: I certify that the preschool child herein named received a multidisciplinary evaluation as indicated above and in accordance with Section 4410 of the Education Law and the Regulations of the Commissioner of Education.

MUNICIPALITY: The municipality of \_\_\_\_\_ has received on \_\_\_\_\_ the STAC-5 Request for Commissioner's Approval of Reimbursement for the Cost of Evaluations for the above named child pursuant to Section 4410 of the Education Law.

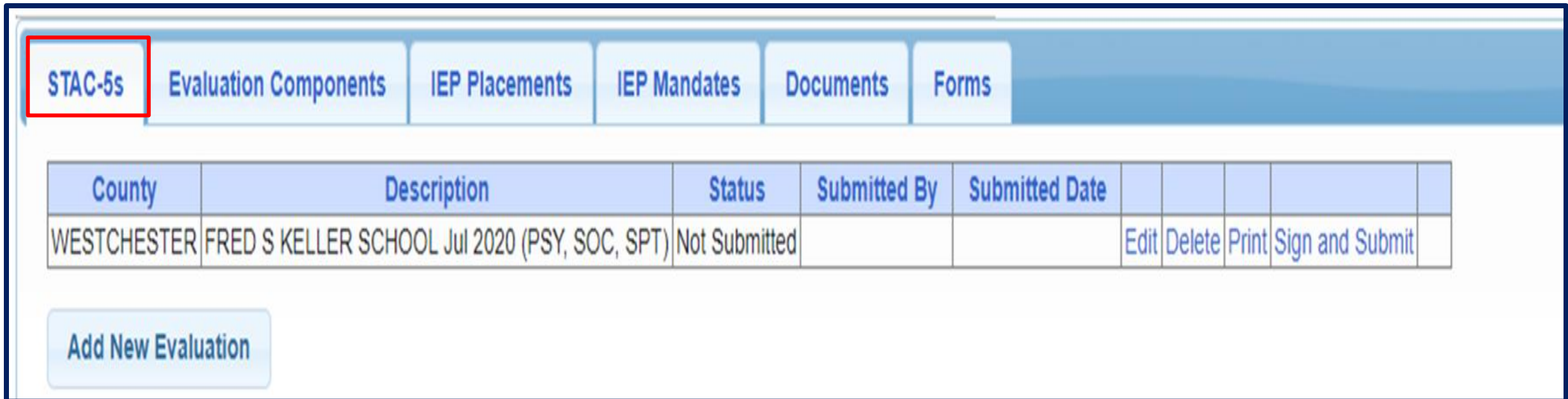
Signature CPSE Chairperson \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Signature of Authorized Representative of the Municipality \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_



# Evaluations on Student Details

- \* There are two tabs for Evaluations:
- \* **STAC-5s Tab** - shows one line per STAC-5 group of components.



The screenshot displays the 'STAC-5s' tab selected in a navigation bar. Below the tabs is a table with evaluation data. The table has columns for County, Description, Status, Submitted By, Submitted Date, and four action buttons: Edit, Delete, Print, and Sign and Submit. A single row of data is visible for Westchester County, Fred S Keller School, dated July 2020, with a status of 'Not Submitted'. An 'Add New Evaluation' button is located at the bottom left of the interface.

County	Description	Status	Submitted By	Submitted Date				
WESTCHESTER	FRED S KELLER SCHOOL Jul 2020 (PSY, SOC, SPT)	Not Submitted			Edit	Delete	Print	Sign and Submit

Add New Evaluation

# Evaluations on Student Details

- \* The second tab for Evaluations is the Evaluation Components.
- \* **Evaluation Components Tab** - shows one line per component.

STAC-5s

Evaluation Components

IEP Placements

IEP Mandates

Documents

Forms

County	Provider	Component	Eval Date	Bilingual	Status	Submitted By	Submitted Date		
WESTCHESTER	FRED S KELLER SCHOOL	Psychological	07/14/2020	No	Not Submitted			Edit	Delete
WESTCHESTER	FRED S KELLER SCHOOL	Social	07/14/2020	No	Not Submitted			Edit	Delete
WESTCHESTER	FRED S KELLER SCHOOL	Speech/Language	07/23/2020	No	Not Submitted			Edit	Delete

Add New STAC-5

# eSTACs Viewing STAC-1

# STAC-1 Services on Student Details

- \* There are two tabs for Services:
- \* **IEP Placements Tab** - shows one line per STAC-1 group of components.

STAC-5s

Evaluation Components

IEP Placements

IEP Mandates

Documents

Forms

Eligibility Waivers

School Year Session 

All Sessions

eSTACs Placement Number	School Year Session	Placement	Description	Status	Submitted By	Submitted Date						
PL00075786	2021-2022 Winter	CB	09/08/2021-06/24/2022 GREENBURGH CSD-9100(J)	Rescind-Complete	vkrautz	8/26/2021			Print			
PL00076620	2021 - 2022 Winter	CB	09/09/2021-06/24/2022 ACDS.INC-9100(I)	Submitted	vkrautz	8/26/2021	Amend	Rescind	Print	Submission History	Resync	
PL00095091	2022 - 2023 Summer	CB	07/04/2022-08/12/2022 ACDS.INC-9100(A)	Submitted	vkrautz	6/6/2022	Amend	Rescind	Print	Submission History	Resync	
PL00107545	2022 - 2023 Winter	CB	09/06/2022-11/23/2022 ACDS.INC-9100(I)	Submitted	vkrautz	11/29/2022	Amend	Rescind	Print	Submission History	Resync	
PL00119477	2022 - 2023 Winter	SEITRS	11/29/2022-06/23/2023 RS (ASST TECH DEV, ASST TECH SVC, OT(I), ST(I))	Submitted	vkrautz	4/21/2023	Amend	Rescind	Print	Submission History	Resync	
PL00136479	2023 - 2024 Summer	SEITRS	07/05/2023-08/15/2023 RS (OT(I), ST(I))	Submitted	vkrautz	5/30/2023	Amend	Rescind	Print	Submission History	Resync	

Add CB Placement

Add SEIT/RS Placement

# STAC-1 Services on Student Details

- \* The second tab for services is the IEP Mandates.
- \* **IEP Mandates Tab** - shows one line per component.

STAC-5s

Evaluation Components

IEP Placements

IEP Mandates

Documents

Forms

Eligibility Waivers

School Year Session

2022 - 2023 Winter

Placement

Placement	eSTACs Placement Number	eSTACs Placement Detail Number	From Date	To Date	Provider	Service	Program	Location	ESID	Rate	Description	Status	Submitted By User	Submitted Date			
202223W_01	PL00107545	PD00277997	09/06/22	11/23/22	ACDS.INC	Classroom	9100		CB2223W0057266	42961.00	Classroom 5.00 hrs/day 5 days/wk	Submitted	vkraivit	11/29/2022 12:55:11 PM	Amend	Rescind	Resync
202223W_01	PL00107545	PD00277999	09/06/22	11/23/22	ACDS.INC	Speech Therapy Indiv		Preschool	CBRS2223W0064828		ST(I) 3x30 (Preschool)	Submitted	vkraivit	11/29/2022 12:55:11 PM	Amend	Rescind	Resync
202223W_01	PL00107545	PD00278000	09/06/22	11/23/22	ACDS.INC	Occupational Therapy Indiv		Preschool	CBRS2223W0064829		OT(I) 2x30 (Preschool)	Submitted	vkraivit	11/29/2022 12:55:11 PM	Amend	Rescind	Resync
202223W_01	PL00107545	PD00278001	09/06/22	11/23/22	ACDS.INC	Parent Counseling and Training		Preschool	CBRS2223W0064830		PNT Group 1x60 MONTHLY (Preschool)	Submitted	vkraivit	11/29/2022 12:55:11 PM	Amend	Rescind	Resync
202223W_01	PL00107545	PD00278004	09/06/22	11/23/22	WESTCHESTER PARENT TRANSPORTATION	Parent					Transportation: Parent	Submitted	vkraivit	11/29/2022 12:55:11 PM	Amend	Rescind	Resync
202223W_02	PL00119477	PD00314656	11/29/22	03/15/23	ACDS.INC	Speech Therapy Indiv		Facility Location / Private Office	RS2223W0201178		ST(I) 2x45 (Facility Location / Private Office)	Submitted	vkraivit	4/21/2023 10:07:42 AM	Amend	Rescind	Resync
202223W_02	PL00119477	PD00314657	12/05/22	06/23/23	Dynamic Kids	Occupational Therapy Indiv		Facility Location / Private Office	RS2223W0201179		OT(I) 2x30 (Facility Location / Private Office)	Submitted	vkraivit	4/21/2023 10:07:42 AM	Amend	Rescind	Resync
202223W_02	PL00119477	PD00336363	03/16/23	06/23/23	ACDS.INC	Speech Therapy Indiv		Facility Location / Private Office	RS2223W0202356		ST(I) 1x45 (Facility Location / Private Office)	Submitted	vkraivit	4/21/2023 10:07:42 AM	Amend	Rescind	Resync
202223W_02	PL00119477	PD00338230	03/16/23	06/23/23	Dynamic Kids	Speech Therapy Indiv		Facility Location / Private Office	RS2223W0202365		ST(I) 1x30 (Facility Location / Private Office)	Submitted	vkraivit	4/21/2023 10:07:42 AM	Amend	Rescind	Resync
202223W_02	PL00119477	PD00336368	03/15/23	06/23/23	WESTCHESTER INST FOR HUMAN DEVELOP	Assistive Tech Device		Home/Community	RS2223W0202357		ASST TECH DEV 10x30 IEP (Home/Community)	Submitted	vkraivit	4/21/2023 10:07:42 AM	Amend	Rescind	Resync
202223W_02	PL00119477	PD00349235	04/24/23	06/23/23	WESTCHESTER INST FOR HUMAN DEVELOP	Assistive Technology Services		Home/Community	RS2223W0202800		ASST TECH SVC 1x30 MONTHLY (Home/Community)	Submitted	vkraivit	4/21/2023 10:07:42 AM	Amend	Rescind	Resync

# eSTACs Uploading Documents

# Required Documents

- \* Ontario County is requiring the following documents to be uploaded, before you can sign and submit:
- \* STAC-5:
  - \* The **Consent to Evaluate**
  - \* An **Evaluation Justification Letter** – **only** needed if 2 evaluations need to be completed within the same school year for the same type of evaluation when completing the STAC-5.
- \* STAC-1:
  - \* The **IEP** - upload the entire IEP that corresponds with the dates and services listed in eSTACs.

# Uploading a Document

- \* Select Documents tab on Student Details screen.
- \* This will also show any Missing Documents that need to be uploaded.
- \* Click “Upload” button at bottom of screen or “Upload” at the end of the missing document line.

CPSE: 500402060000

Student Information

Last Name: [REDACTED] First Name: [REDACTED] DOB: 3/9/2017 Eligibility: 1/1/2020 - 8/31/2022

STACID: [REDACTED] CIN: [REDACTED] Student Number: 5000038460 [Edit SED Summary](#) [Resync](#)

**STAC-5s** Evaluation Components IEP Placements IEP Mandates **Documents** Forms

### Uploaded Documents

Document Type	Uploaded Date	Applied To	Submitted Date	SubmittedUser	Comments			
No Documents								

### Missing Documents

Category	Type	DocumentDescription	Applies To		
CHILD	MEDICAID CONSENT	Medicaid Parental Consent		Show Document List	<a href="#">Upload</a>
PLACEMENT	IEP	Copy of IEP for Placement	09/10/2021-06/24/2022 RS (ST(I))	Show Document List	<a href="#">Upload</a>

[Upload](#) [Upload Multiple Documents](#)



# Uploading a Document

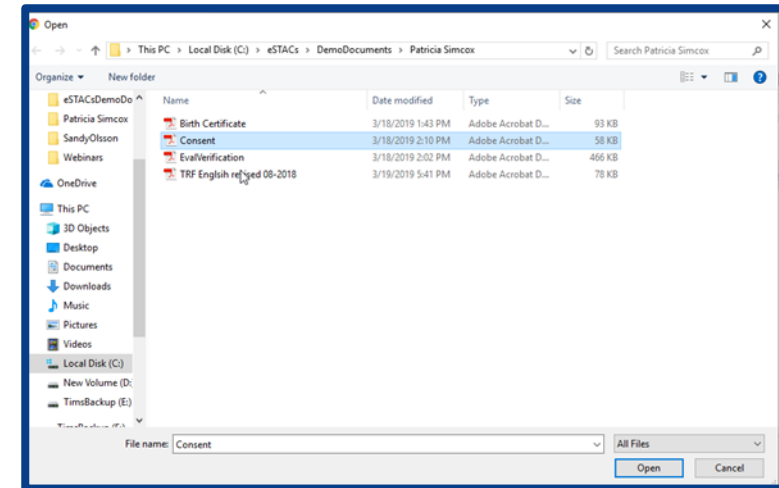
- \* Click “Choose File” button.
- \* Browse to the file location and select the file.
- \* Click the “Open” button on the file dialog
- \* The filename will appear next to “Choose File” button.
- \* Click “Upload”.

CPSE: 012806060000 RYDELL CSD

Child Information

Last Name: **Rizzo** First Name: **Frank** DOB: **12/18/2016** Eligibility: **7/1/2019 - 8/31/2022**  
STACID: CIN: [Edit](#)

**Choose File** No file chosen [Upload](#)



CPSE: 012806060000 RYDELL CSD

Child Information

Last Name: **Rizzo** First Name: **Frank** DOB: **12/18/2016** Eligibility: **7/1/2019 - 8/31/2022**  
STACID: CIN: [Edit](#)

**Choose File** **Consent.pdf** [Upload](#)

# Uploading a Document

- \* Right hand side shows the document being uploaded.
- \* If uploading the entire IEP, then check box “Enter Details for Entire Document”.
- \* Choose document type.
- \* Choose correct school year and placement.

The screenshot displays the 'eSTACsFileHandler.ashx' web application. On the left, a form titled 'Enter Details for Entire Document' (checked) allows users to specify document details. A dropdown menu for 'Document Type' is open, showing various options with 'Serv: IEP' selected. Other fields include 'School Year' (07/05/2021-08/13), 'Placement', and 'Comments' (IEP). On the right, a summary page for 'Blind Brook-Rye Union Free School District' is shown, containing student information, contact details, and two tables: 'IEP INFORMATION' and 'SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES'.

**Enter Details for Entire Document** ☒

Page 1 to 1

Document Type: Serv: IEP

School Year: 07/05/2021-08/13

Placement:

Comments: IEP

OK Cancel

**Blind Brook-Rye Union Free School District**  
390 North Ridge Street  
Rye Brook, NY 10573-1105

**Student:** [Redacted] **Date of Birth:** 12/22/2017 **Gender:** Male **ID #:** 112201514  
**Address:** [Redacted] **Age as of meeting date:** 3:4 **Native Language:** English  
**County:** Westchester **Interpreter Required:** No  
**Contacts:** [Redacted] **Home/Mobile #:** H: (914) 539-5147 M: (914) 420-6713 **Work #:** [Redacted] **Email:** [Redacted]  
**Home/Mobile #:** H: (914) 539-5147 M: (914) 539-5147 **Work #:** [Redacted] **Email:** [Redacted]  
**School Year:** 2021-2022 **Placement:** Approved Preschool Special Education Program **School:** Preschool Itinerant Services Only **Grade:** Preschool

**Special Alerts:**

IEP INFORMATION	
Projected IEP Start Date:	07/05/2021
Projected IEP End Date:	06/25/2022
Projected Date of Annual Review:	06/24/2022
Projected Date for Reevaluation:	03/18/2024
Extended School Year:	Yes
Behavior Intervention Plan:	No
Supplementary Aids and Services:	No
Assistive Technology:	No
Supports for School Personnel:	No
Testing Accommodations:	No
Participate State/District Assessments:	N/A
Special Transportation:	Yes

SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES			
Special Class in an Integrated Setting: 6:1+1	09/01/2021 - 06/24/2022 2 x Weekly, 5hr.	School	
Speech/Language Therapy: Individual	09/01/2021 - 06/24/2022 2 x Weekly, 30min.	School	
Occupational Therapy: Individual	09/01/2021 - 06/24/2022 2 x Weekly, 30min.	School	
Physical Therapy: Individual	09/01/2021 - 06/24/2022 2 x Weekly, 30min.	School	
Special Class in an Integrated Setting: 6:1+1	07/05/2021 - 08/13/2021 5 x Weekly, 5hr.	School	
Speech/Language Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School	
Occupational Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School	
Physical Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School	

# Documents for Aide / Nurse / Interpreter

- \* There are occasions when you will need to upload the Request For Reimbursement For Partial Aide/Nurse/Interpreter form.
- \* eSTACs will inform you when this form is needed when completing the Sign and Submit process.
- \* Go to the Aide/Nurse/Interpreter tab and click *Print*.
- \* Have form signed and upload form to eSTACs.

**CPSE: 112806060000 RYDELL CSD**

**Student Information**  
Last Name: **Balmudo** First Name: **Leo** DOB: **3/19/2017** Eligibility: **1/1/2020 - 8/31/2022**  
STACID: CIN: Student Number: **5000039718** [Edit](#)

**Placement Information**  
Session: From Date: **09/08/2021** To Date: **06/22/2022**  
Hrs/Day: **5.00** Days/Wk: **5** Aide/RN/LPN:  
Provider: **FRED S KELLER SCHOOL** Program: **9100**

**Program**

**Aide / Nurse / Interpreter**

**Related Services**

**Transportation**

Type	Sharing	Start Date	End Date	Hours Per Day	Days Per Week	Submitted Date	Status				
Aide	Shared with 3 other students	09/08/2021	06/22/2022	5.00	5		Not Submitted	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>	
<input type="text"/>	<input type="text"/>	09/08/2021	06/22/2022	5.00	5			<a href="#">Add</a>			

[Return to Student Details](#)

# Comparison eSTAC to Paper Form

Program	Aide / Nurse / Interpreter	Related Services	Transportation								
Type	Sharing	Start Date	End Date	Hours Per Day	Days Per Week	Submitted Date	Status				
Aide 1	Shared with 3 other students 2	09/08/2021	06/22/2022	5.00 3	5 4		Not Submitted	Edit	Delete		Print
<input type="text"/>	<input type="text"/>	09/08/2021	06/22/2022	5.00	5			Add			

**NEW YORK STATE EDUCATION DEPARTMENT  
STAC AND SPECIAL AIDS UNIT  
REQUEST FOR REIMBURSEMENT FOR  
Partial 1:1 AIDE, 1:1 NURSE, 1:1 INTERPRETER**

**\*\*FOR PRESCHOOL USE ONLY\*\***

**STAC ID#** \_\_\_\_\_ (if known)

Student Name: \_\_\_\_\_ Balmudo, Leo \_\_\_\_\_ Date of Birth: \_\_\_\_\_ 03/19/17 \_\_\_\_\_

Preschool Provider Name: \_\_\_\_\_ FRED S KELLER SCHOOL \_\_\_\_\_

Preschool Program Type/Name: \_\_\_\_\_ 9100 \_\_\_\_\_

**1 Type of 1:1:** Partial 1:1 Aide ☒ 1:1 Nurse RN \_\_\_\_\_ 1:1 Nurse LPN \_\_\_\_\_ 1:1 Interpreter \_\_\_\_\_  
(check one)

**2** ➤ Is this 1:1 Aide/Nurse/Interpreter Shared? NO \_\_\_\_\_ YES ☒ \_\_\_\_\_

If YES, Number of Students Sharing the 1:1: \_\_\_\_\_ 3 \_\_\_\_\_

**1:1 AIDE/NURSE/INTERPRETER--FOR PRESCHOOL EDUCATION:**

Start Date of 1:1 Aide/Nurse/Interpreter: \_\_\_\_\_ 9 / 8 / 21 \_\_\_\_\_ Projected End Date: \_\_\_\_\_ 6 / 22 / 22 \_\_\_\_\_

Hours Per Day Program Runs: \_\_\_\_\_ 5.00 \_\_\_\_\_

Hours Per Day Student in Program: \_\_\_\_\_ 5.00 \_\_\_\_\_ Days Per Week Student in Prog: \_\_\_\_\_ 5 \_\_\_\_\_

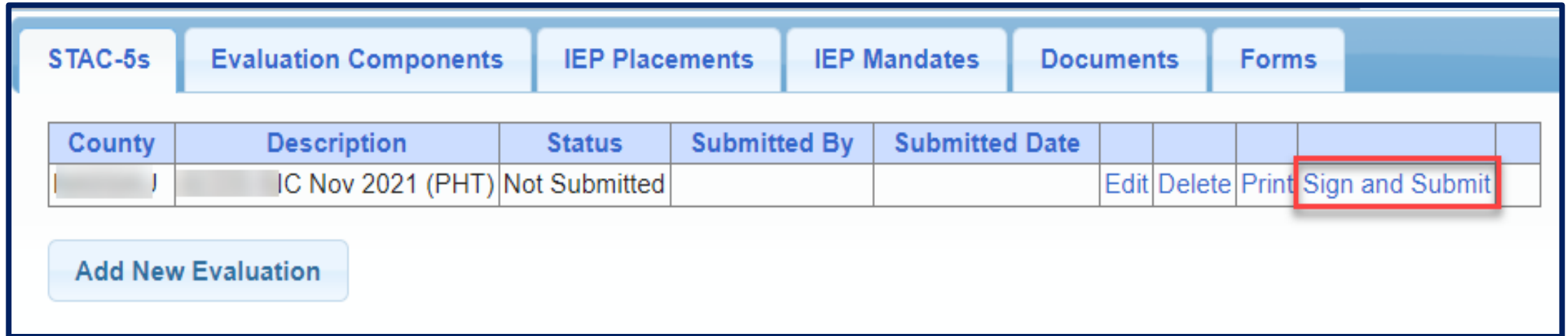
1:1 Aide/Nurse/Interpreter Hrs/Day Requested: **3** 5.00 \_\_\_\_\_ 1:1 Days/Week Requested: **4** 5 \_\_\_\_\_



# Signing and Submitting

# Sign and Submit Evaluations

- \* Once all documents have been uploaded, you can now “**Sign and Submit**” the STAC-5.
- \* The Status, Submitted By & Submitted Date columns will now show a status of submitted, who submitted the STAC-5, and the date submitted.
- \* This will now be sent to the county for review.



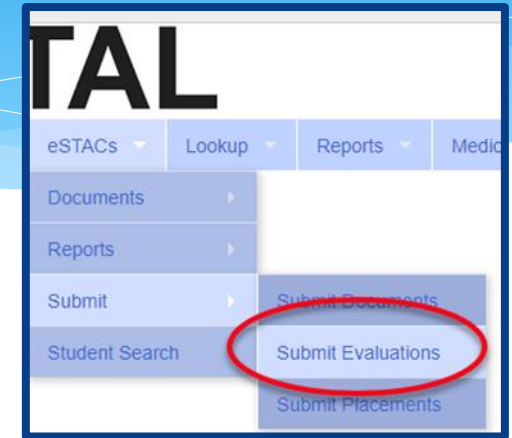
The screenshot displays a web interface for managing STAC-5s. At the top, there are navigation tabs: STAC-5s, Evaluation Components, IEP Placements, IEP Mandates, Documents, and Forms. Below the tabs is a table with the following columns: County, Description, Status, Submitted By, Submitted Date, and a set of action buttons (Edit, Delete, Print, Sign and Submit). The table contains one row of data: County (blank), Description (IC Nov 2021 (PHT)), Status (Not Submitted), Submitted By (blank), Submitted Date (blank), and action buttons. The 'Sign and Submit' button is highlighted with a red rectangle. Below the table is a button labeled 'Add New Evaluation'.

County	Description	Status	Submitted By	Submitted Date					
	IC Nov 2021 (PHT)	Not Submitted			Edit	Delete	Print	Sign and Submit	

[Add New Evaluation](#)

# Submitting – Unsubmitted Evaluation List

- \* Go to **eSTACs** -> **Submit** -> **Submit Evaluations**
- \* This grid displays unsubmitted evaluations based on selected filters.
- \* Rows where Status = “OK To Submit” will have a checkbox.
- \* Rows where Status = “Problems Found” will not have a checkbox.
- \* Mark the checkbox on the rows that you wish to submit to the County or click “**Select All**”.
- \* Click “**Submit**” to submit the marked evaluations to the County.



Evaluations To Submit							
<input type="button" value="Select All"/>		<input type="button" value="Submit"/>					
Select	Last Name	First Name	School Year	Evaluator	Components	Status	
<input type="checkbox"/>		DIONNE	201819	ALL ABOUT KIDS	ALL ABOUT KIDS Mar 2019 (PSY, SOC, SPT)	OK to Submit	
<input type="checkbox"/>		HARRIS	201819		ITER Feb 2019 - Mar 2019 (OCT, PHT, PSY, SOC, SPT)	OK to Submit	
<input type="checkbox"/>		CLEO	201819		BEYOND Feb 2019 - Mar 2019 (PSY, SOC, SPT)	OK to Submit	
		CASSIDY	201819		019 - Feb 2019 (PSY, SOC, SPT)	Problems Found	
		CATHLEEN	201819		019 (PSY, SOC, SPT)	Problems Found	
		OLLIE	201819		019 - Apr 2019 (EDU, PSY, SOC)	Problems Found	
		NED	201819		7, PSY, SOC, SPT)	Problems Found	
		ADAN	201819		BEYOND Jan 2019 - Feb 2019 (PSY, SOC, SPT)	Problems Found	

# Sign and Submit Placements

- \* Once the county has entered the services from the IEP, you will now need to *Sign and Submit* the CB Placement and/or SEITRS Placement.

**CPSE: 661100010000 NEW ROCHELLE**

**Student Information**

Last Name: First Name: DOB: **6/23/2016** Eligibility: **1/1/2019 - 8/31/2021**

STACID: CIN: Student Number: [Edit SED Summary](#)

STAC-5s

Evaluation Components

**IEP Placements**

IEP Mandates

Documents

Forms

School Year Session 

All Sessions

School Year Session	Placement	Description	Status	Submitted By	Submitted Date					
2020 - 2021 Summer	CB	07/06/2020-08/14/2020 -9100(A)	Submitted	import	8/18/2020	Amend	Rescind	Print		Submission History
2020 - 2021 Winter	CB	09/08/2020-06/25/2021 -9100(I)	Submitted	RS	12/21/2020	Amend	Rescind	Print		Submission History
2021 - 2022 Summer	CB	07/05/2021-08/13/2021 -9100(A)	Amended			Amend	Rescind	Print	<b>Sign and Submit</b>	Submission History
2021 - 2022 Summer	SEITRS	07/05/2021-08/13/2021 RS (OT(I))	Submitted	RS	8/4/2021	Amend	Rescind	Print		Submission History

Add CB Placement

Add SEIT/RS Placement



# Compare CB Placement to IEP

- \* Compare ALL of the entries on left side to IEP on right side. **Do not** sign & submit if not correct.
- \* If entries do not match, then contact the County.

Student Name

DOB 6/23/2016

STAC ID

Student #

CPSE District

NEW ROCHELLE

County

WESTCHESTER

School Year: 2021 - 2022 Summer

Placement Type: CB

Provider:

☐ Show Rescinded

Print STAC-1

Placements To Submit

Provider	From Date	To Date	Service Type	Frequency	Location
	7/5/2021	8/13/2021	9100-A J/A-PRESCHOOL SPECIAL CLASS OVER 2.5	5 hrs/day	Classroom
	7/5/2021	8/13/2021	Occupational Therapy Indiv 2	2x30	Preschool
	7/5/2021	8/13/2021	Physical Therapy Indiv 3	1x30	Preschool
	7/5/2021	8/13/2021	Speech Therapy Group 4	1x30	Preschool
	7/5/2021	8/13/2021	Speech Therapy Indiv 5	2x30	Preschool
	7/5/2021	8/13/2021	Transportation : Parent		

Submit

eSTACS@CPSEPortal.com

1 / 14

— +

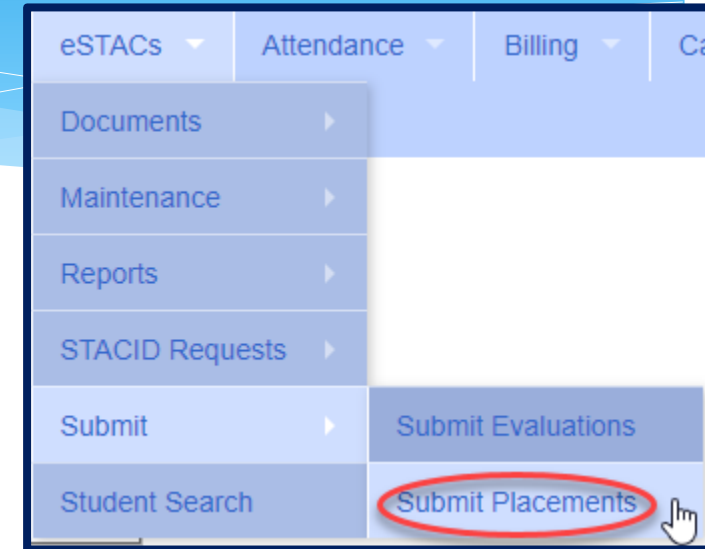
📄 ↺ ⬇️ ⬆️ ⋮

SUMMARY-SPECIAL EDUCATION PROGRAMS AND RELATED SERVICES

1	Special Class: 8:1+2	07/05/2021 - 08/13/2021 5 x Weekly, 5hr. 30min.	Special Class
2	Occupational Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School
3	Physical Therapy: Individual	07/05/2021 - 08/13/2021 1 x Weekly, 30min.	School
5	Speech/Language Therapy: Individual	07/05/2021 - 08/13/2021 2 x Weekly, 30min.	School
4	Speech/Language Therapy: Small Group	07/05/2021 - 08/13/2021 1 x Weekly, 30min.	School

# Submitting – Unsubmitted Placements List

- \* Go to **eSTACs -> Submit -> Submit Placements**
- \* This grid displays unsubmitted placements based on selected filters.
- \* Rows where Status = “OK To Submit” will have a checkbox.
- \* Rows where Status = “Problems Found” will not have a checkbox.
- \* Mark the checkbox on the rows that you wish to submit to the County or click “Select All”.
- \* Click “Submit” to submit the marked placements to the County.



Filters

County  School Year Session  ☒ Show All ☐ Only OK To Submit ☐ Only Problems

Placements To Submit

Select	Last Name	First Name	School Year Session	Placement Type	Details
<input type="checkbox"/>		BYRON	2022 - 2023 Winter	CB	09/06/2022-06/23/2023 UNION CHILD DAY CARE CENTER INC-9101(I) Problems Found



# **Sign and Submit Error Messages**

# Submitting – Error Messages

- \* If all of your documents are not uploaded, you will not be able to sign and submit.
- \* Your error will tell you what documents need to be uploaded.
- \* You can also see the missing documents on the documents tab, under Missing Documents

Student Information

Last Name: [REDACTED] First Name: [REDACTED] DOB: [REDACTED] Eligibility: 7/1/2017 - 8/31/2020  
STACID: [REDACTED] CIN: [REDACTED] Student Number: [REDACTED] [Edit SED Summary](#)

STAC-5s

Evaluation Components

IEP Placements

IEP Mandates

Documents

Forms

Uploaded Documents

Document Type	Uploaded Date	Applied To	Submitted Date	SubmittedUser	Comments			
No Documents								

Missing Documents

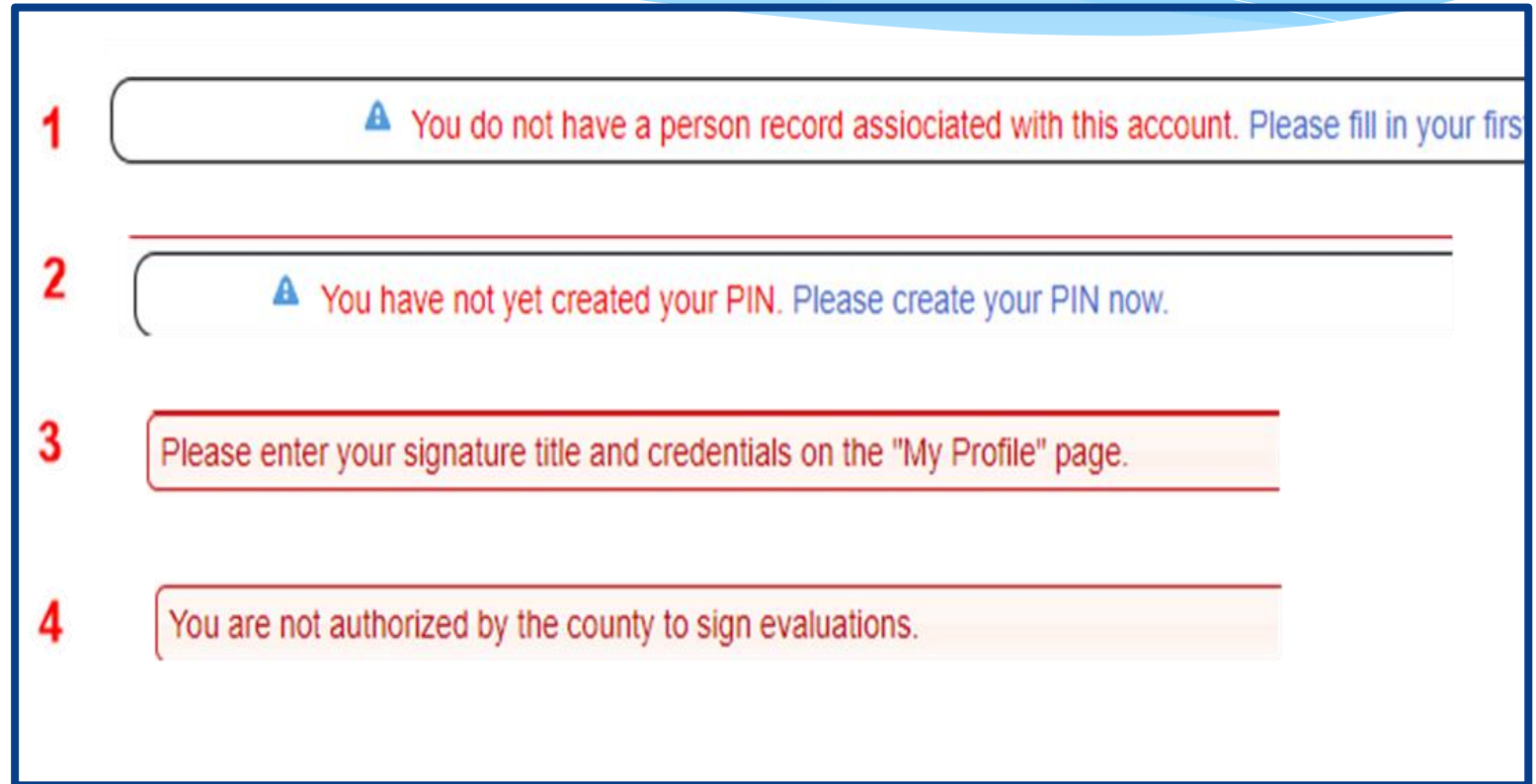
Category	Type	DocumentDescription	Applies To		
CHILD	MEDICAID CONSENT	Medicaid Parental Consent		<a href="#">Show Document List</a>	<a href="#">Upload</a>

Upload



Upload Multiple Documents

# Submitting – Error Messages

1. You did not create your first and last name.
2. You did not create a PIN for your Portal account.
3. You did not create your signature and title.
4. Your district's authorization paperwork was not sent to McGuinness or you are not listed on the paperwork to sign and submit evaluations.



The screenshot displays a list of four error messages, each preceded by a red number. The messages are contained within light gray boxes with rounded corners. The first message includes a blue warning icon. The third and fourth messages are highlighted with a light orange background.

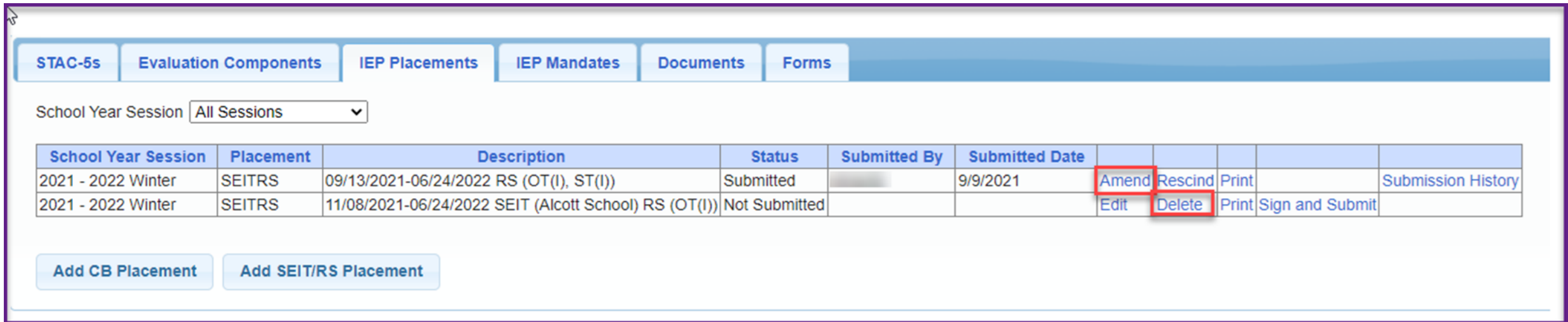
- 1  You do not have a person record associated with this account. Please fill in your first and last name.
- 2  You have not yet created your PIN. Please create your PIN now.
- 3 Please enter your signature title and credentials on the "My Profile" page.
- 4 You are not authorized by the county to sign evaluations.

# Common Errors

- \* Common errors that we at McGuinness see through Portal tickets:
  - \* School District dates not changed – therefore start & end dates do not match IEP.
    - \* Always change your school district dates each year to help prevent date errors.
- \* Attaching documents – you can either attach one page or all pages.
  - \* When attaching documents, choose 1 page or all pages.
- \* Overlapping placements – more than one placement has been created.
  - \* Somewhere you have one or more services that have overlapping dates, or you may have created another placement when you only needed to amend the current placement (see next slide).
- \* School district signed & submitted, but the agency doesn't see changes.
  - \* Once the SD signs & submits the placement, the agency WILL NOT see the change immediately. The county will then synch the change(s) into their Preschool program, and then upload or change the enrollments.

# Overlapping Placements

- \* In most cases, you will only have one CB Placement and/or one SEITRS Placement.
- \* In the example below, SEIT services were being added to the child.
  - \* The district created another SEITRS Placement and added OT & ST to this placement. This created overlapping placements since the OT & ST were in the original SEITRS Placement that was created.
  - \* The original placement should have been Amended and the SEIT provider needed to be entered within here. The additional placement needs to be deleted.



The screenshot shows the 'IEP Placements' tab in a software interface. It displays a table with two placements for the '2021 - 2022 Winter' session. The first placement is 'Submitted' and the second is 'Not Submitted'. The 'Amend' and 'Delete' buttons for the second placement are highlighted with red boxes.

School Year Session	Placement	Description	Status	Submitted By	Submitted Date	Amend	Rescind	Print	Submission History
2021 - 2022 Winter	SEITRS	09/13/2021-06/24/2022 RS (OT(I), ST(I))	Submitted		9/9/2021	Amend	Rescind	Print	Submission History
2021 - 2022 Winter	SEITRS	11/08/2021-06/24/2022 SEIT (Alcott School) RS (OT(I))	Not Submitted			Edit	Delete	Print	Sign and Submit

Buttons at the bottom: Add CB Placement, Add SEIT/RS Placement

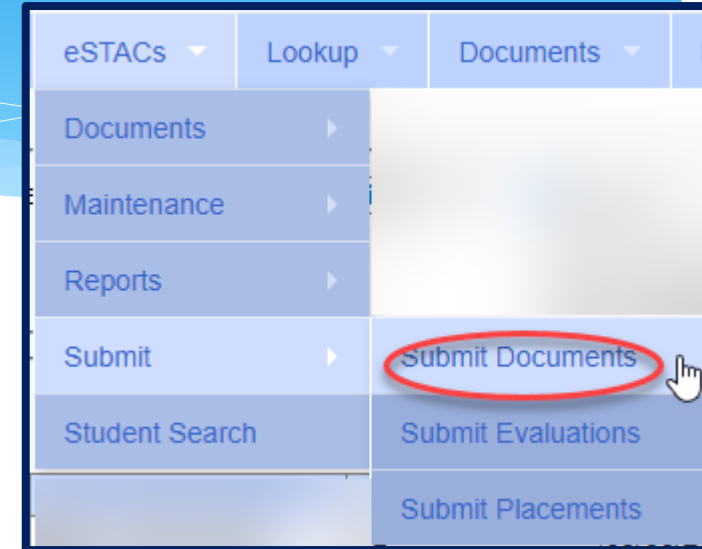


# **Uploading Additional Documents After Sign/Submit**



# Uploading Additional Documents

- \* If you upload documents after you have signed and submitted the placement:
  - \* Go to **eSTACs** -> **Submit** -> **Submit Documents**.
  - \* This will bring up a list of documents that have not been submitted to the County.
  - \* You can “Select All” or choose which documents you want to submit to the County.



**Submit Documents To County**

Filters  
District  County

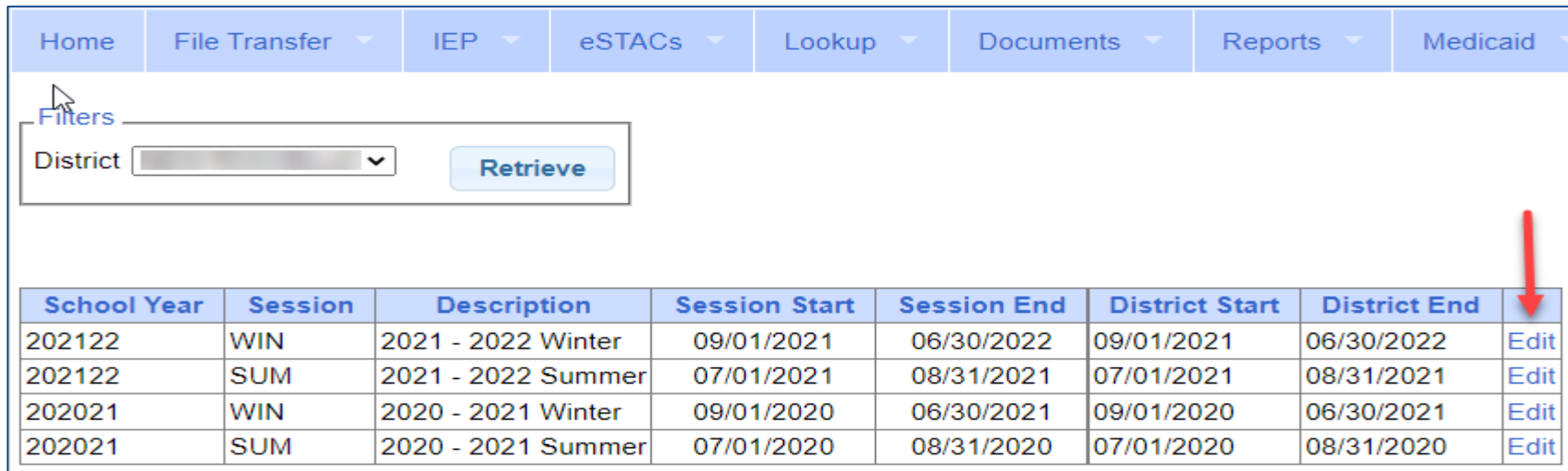
Select	Student Name	Document Name	Related To	Rule Name
<input type="checkbox"/>		IEP	09/01/2022-06/30/2023 RS (ST(I))	
<input type="checkbox"/>		IEP	09/06/2022-06/23/2023 BUFFALO CITY SD-9160(I)	
<input type="checkbox"/>		IEP	07/10/2023-08/18/2023 ARC ERIE COUNTY NY - GREEN ACRES -9100(A)	
<input type="checkbox"/>		IEP	07/10/2023-08/18/2023 ARC ERIE COUNTY NY - GREEN ACRES -9100(A)	
<input type="checkbox"/>		IEP	09/01/2022-06/30/2023 SEIT (BAKER VICTORY SERVICES) RS (COORD, OT(I), PT(I), ST(I))	
<input type="checkbox"/>		IEP	09/12/2022-06/30/2023 SEIT (BUFFALO HEARING AND SPEECH CENTER) RS (COORD, OT(I), ST(G), ST(I))	
<input type="checkbox"/>		IEP	09/12/2022-06/30/2023 SEIT (BUFFALO HEARING AND SPEECH CENTER) RS (COORD, OT(I), ST(G), ST(I))	
<input type="checkbox"/>		IEP		



# Reports

# Changing District School Dates

- \* School district yearly dates are defaulted to:
  - \* Summer dates: July 1 – August 31
  - \* Winter dates: September 1 – June 30
- \* Go to **eSTACs -> Maintenance -> Default Session Dates for District**



The screenshot shows the eSTACs Maintenance page. At the top, there is a navigation bar with links: Home, File Transfer, IEP, eSTACs, Lookup, Documents, Reports, and Medicaid. Below the navigation bar, there is a 'Filters' section with a 'District' dropdown menu and a 'Retrieve' button. Below the filters, there is a table with the following columns: School Year, Session, Description, Session Start, Session End, District Start, District End, and Edit. The table contains four rows of data. A red arrow points to the 'Edit' link in the last column of the table.

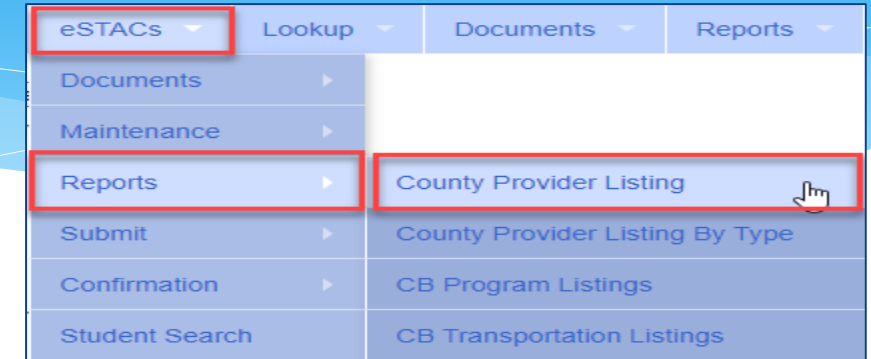
School Year	Session	Description	Session Start	Session End	District Start	District End	Edit
202122	WIN	2021 - 2022 Winter	09/01/2021	06/30/2022	09/01/2021	06/30/2022	Edit
202122	SUM	2021 - 2022 Summer	07/01/2021	08/31/2021	07/01/2021	08/31/2021	Edit
202021	WIN	2020 - 2021 Winter	09/01/2020	06/30/2021	09/01/2020	06/30/2021	Edit
202021	SUM	2020 - 2021 Summer	07/01/2020	08/31/2020	07/01/2020	08/31/2020	Edit

# Providers eSTACs Reports

- \* Every County contracts with specific providers for specific services.
- \* The services are:
  - \* Evaluations
  - \* SEIT
  - \* Related Services (fee for service)
  - \* Center based
  - \* Transportation
- \* These providers can change from year to year.

# County Provider Listing

- \* This shows which providers are contracted with the County for which particular services
- \* Go to **eSTACs** -> **Reports** -> **County Provider Listing**



## County Provider Listing

Filters

County **ROCKLAND**

School Year Session **2021 - 2022 Winter**

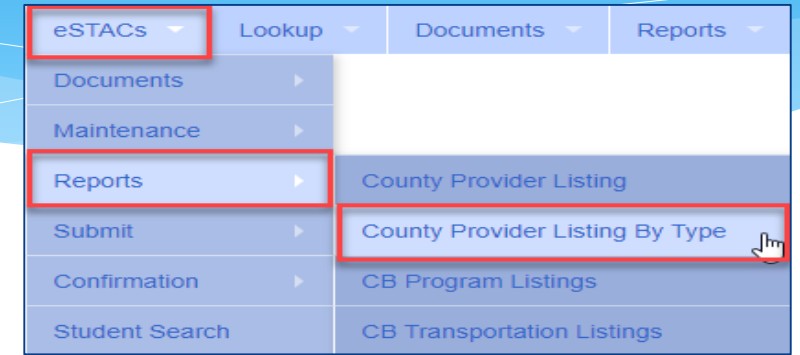
Retrieve

Excel

eSTACs Provider Name	NPI	SED Provider Code	SED Provider Name	Evaluations	SEIT	Related Services	Centerbased	Transportation
A STARTING PLACE	1437302262	500308880107	A STARTING PLACE			Y	Y	
ARC -- PRIME TIME FOR KIDS	1386898583	500308990003	ARC ROCKLAND CO CHAP PRIME TIME	Y		Y	Y	
AVI	1306127626					Y		
CHILDREN'S HOME LMSW, OT, PT, PSYC,	1508019365	800000071335	CHILDREN'S HOME LMSW, OT, PT, PSYC,	Y		Y		
CORNERSTONE FAMILY HEALTHCARE	1689669079					Y		
DEREK FERST, SLP	1740432830					Y		
Donlon-Farry, Eibhlin	1447489687					Y		

# County Provider Listing By Type

- \* Shows contracted providers for a particular service.
- \* Go to **eSTACs -> Reports -> County Provider Listing By Type**



## County Provider Listings

Filters

County:  School Year Session:  Type:

eSTACs Provider Name	NPI	SED Provider Code	SED Provider Name
FRED S KELLER SCHOOL	1407008626	662300880413	APPLIED BEHAVIOR ANALYSIS FRED S KEL
Head Start of Rockland	1639459993	500304880222	HEAD START OF ROCKLAND - PRESCHOOL P
HEBREW ACAD FOR SPEC CHLDRN	1033556519	332000227132	HEBREW ACADEMY FOR SPEC CHLDRN
HTA OF NEW YORK	1033361357	660405880003	HTA OF NEW YORK
SHARON A JOLLY & ASSOCIATES	1467767228	441201880022	SHARON A JOLLY & ASSOCIATES

# Closing

# Getting Support

- \* If you need help you can email the Portal support help desk.
- \* Send an email to [eSTACs@CPSEPortal.com](mailto:eSTACs@CPSEPortal.com).
- \* Please include your district name, which County you work with and a description of your issue.
- \* If you would like to speak on the phone, please state so in your email along with your phone number and best times to reach you.